

Polk County Jail  
Policy and Procedures Manual

C. Safety and Security

**C-903 MASTER CONTROL POST ORDERS**

**Hours of Duty:**

**First Shift: 0600-1430**

**Second Shift: 1400-2230**

**Third Shift: 2200-0630**

**Days:**

**Sunday through Saturday**

**Equipment:**

<b>Badge</b>	<b>Black Pen</b>
<b>Portable Radio</b>	<b>Handcuffs with Case</b>
<b>Handcuff key</b>	<b>Name plate</b>
<b>Latex Gloves</b>	

**GENERAL INSTRUCTIONS**

1. The Master Control Officer must report in full duty uniform.
2. Read and follow Master Control Officer post orders.
3. Complete logs and necessary reports before going off duty.
4. Know emergency evacuation procedures for the facility.
5. Inspect the condition of all jail equipment at that post.
6. Officers may deviate from general orders under emergency situations and/or at the direction of the shift supervisor or other command staff.
7. Times noted on the Post Orders are approximate and subject to change depending on availability of staff, security needs and exigent circumstances.
8. Read and follow jail and departmental policy and procedure.

**SCHEDULED DUTIES**

**First Shift: 0600-1430**

0600	Shift Briefing
0615	Shift change on post
	Exchange radio
	Read shift log on JMS
	Visually inspect Master Control area with off-going officer
0615-1415	Operate controls for the jail as necessary
1400	Prepare for shift change
1415	Exchange radio
1430	Off duty



**Second Shift: 1400-2230**

1400	Shift Briefing
1415	Exchange radio
1415-2200	Operate controls for the jail as necessary
2200	Prepare for shift change
2215	Exchange radio
2230	Off duty

**Third Shift: 2200-0630**

2200	Shift Briefing
2215	Exchange radio
2230	Assume control of the Minimum Pod.
2230-0600	Operate controls for the jail as necessary
0600	Prepare for shift change
0615	Exchange radio
0630	Off duty

**NON-SCHEDULED DUTIES**

1. Run warrant/driver status checks on TIME System as required.
2. Check TIME System for criminal history information as required.
3. Provide District Attorney's office information on inmates with new charges, as required.
4. Provide Public Defender's office information on inmates with new charges, as required.
5. Contact Probation and Parole office as required.
6. Maintain line of communication with the Communications Center regarding information on persons in custody (new arrests, TTY's, etc).
7. Monitor closed-circuit television system, watching for unusual activity.
8. Monitor closed-circuit television system to identify persons requesting entry into the secured portion of the facility.
9. Maintain communication with other posts to ensure smooth operation of facility.
11. Operate facility controls as required.
12. Report to the Shift Supervisor as required.
13. Clean/maintain area and equipment as needed.

**Signatures:**

\_\_\_\_\_  
**Sheriff**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Jail Administrator**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_, hereby acknowledge receiving a copy of the duties and responsibilities required by this post (Master Control). I understand the duties, procedures and responsibilities set forth by this post.

\_\_\_\_\_  
**Officer's Signature**

\_\_\_\_\_  
**Date & Time**